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18 June 1985

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MEMORANDUM FOR:

[redacted]
Director, Foreign Broadcast Information Service

STAT
FROM:

[redacted]
Chief, Personnel & Training Branch, AS/FBIS

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SUBJECT:

Request for Approval of 30 Days LWOP - [redacted]

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1. This memorandum requests your approval for 30 days leave without pay for student trainee [redacted] is an employee of Production Group, Near East/Asis Division.

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2. It is possible [redacted] may return to duty in two weeks time; but it is probable his absence will be four weeks.

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3. His memorandum is attached. I have been told orally that his surgery involves re-breaking a leg.

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APPROVED:

[redacted]

Director, FBIS

6/19/85
Date

14 June 1985

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MEMORANDUM FOR:

[redacted]
Chief/NEAD

STAT
FROM:

SUBJECT:

[redacted]
Extended Absence For Medical Reasons

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STAT
On Tuesday June 18, 1985, I will be entering Potomac General
Hospital as an outpatient for major surgery. My physician [redacted]
[redacted] does not know how long I will need for recovery. I therefore
request that my accrued sick leave be used until exhausted commencing
June 18. I understand that at that time, I will be placed on Leave
Without Pay. I will call FBIS as soon as I know when I am fit to return
STAT to work. Thank you for your help and concern in this matter. ✓

STAT
Approved:

[redacted]
14 Jun 85